

**CITY OF BROKEN ARROW
REQUEST FOR PROPOSAL
TOURISM ASSET INVENTORY**

RFP 16.117

Date: January 15th, 2016

The City of Broken Arrow, Oklahoma (hereinafter referred to as “City”), desires to select a firm to provide consultant services to provide assistance in developing a tourism market research and asset inventory for the promotion of tourism in Broken Arrow, Oklahoma

If you or your firm is interested in participating in the solicitation and review process, please submit a copy of your proposal, including a description of your services and fees and return City of Broken Arrow Purchasing Division 1700 West Detroit, Broken Arrow Ok. 74012. on or before 3:30 p.m. CST Tuesday, February 9th, 2016. **Bid opening will be February 10th, 2016 10:30 am at the Broken Arrow Operations Office Building 485 North Poplar Ave., Conference Room C107.**

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Broken Arrow City Council Meeting. Purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities; therefore, it should be noted that all other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. The successful proposer shall understand; however, that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the City of Broken Arrow City Council.

Lee Zirk
General Services Director
City of Broken Arrow

Introduction/Purpose

INTRODUCTION

The City of Broken Arrow Convention and Visitors' Bureau (BACVB) proposes to engage the services of a consulting firm to help develop a comprehensive tourism market research and asset inventory and recommendations on a program strategy. The objective of this Request for Proposal is to provide the City of Broken Arrow with qualified proponents capable of carrying out the work herein defined. The subsequent proponent proposals will form the basis for evaluation, interview and selection.

The BACVB is seeking a qualified professional research organization to construct, disseminate and analyze surveys for all visitors including shoppers, residents, tourists and employees. This information will be used to drive strategic planning for the BACVB. The BACVB seeks visitor information about:

- Audience demographics (shoppers, residents, neighbors, employees, and tourists)
- Patterns of usage (day vs. night, weekday vs. weekend, seasonal, length of stay)
- Identify strengths and weaknesses within the current visitor offerings and services
- Perceptions of Broken Arrow (parking, vacancies, range and type of offerings)
- Mode of transportation

PROGRAM STRATEGY ASSISTANCE

The BACVB is accepting proposals to assist with preparing a comprehensive tourism program strategy that will address gaps in product development and promotion. This strategy will develop a unified positioning program for the City, focusing on the development of a defined proactive tourism program. This strategy will assist to ensure that Broken Arrow maximizes all opportunities to position the City as a successful destination.

The following terms of reference provide information required inviting proposals from qualified firms or consultants to assist the City of Broken Arrow and the BACVB in preparing a tourism asset inventory of the community. It also provides information to help the qualified consultants prepare and submit high-quality proposals in an efficient manner. The program strategy should include:

- Data collection tool such as an intercept survey for use in 2016 as well being a foundation for regular surveys in future
- Recommend a method of survey distribution
- Recommend the best time of year, day of the week, time of day, and location(s) to conduct the survey
- Execute the survey
- Analyze the results and present in a report to the BACVB

The City of Broken Arrow views the cultural mapping project as one of the first steps towards a future cultural plan, and has understood the importance and is committed to

future cultural planning. Art, heritage and culture enrich the lives of residents and visitors and support and enhance community life and economic development initiatives.

PURPOSE

Stakeholders in the promotion of tourism in Broken Arrow are seeking the best possible way to combine resources and coordinate efforts to effectively promote tourism in the county while enhancing cooperation among regional tourism promotion efforts. They also seek assistance deriving a joint marketing strategy for promotion of tourism in the form of a consultant who will work with stakeholders to inventory assets, develop and evaluate alternative strategies and assist in selection of the best courses of action.

Background

Broken Arrow is one of the fastest growing cities in Oklahoma. As an emerging and more central economic sector for tourism in Oklahoma, the BACVB is making a Request for Proposal for a Tourism Market Research and Asset Inventory. The gradual establishment of a more diverse critical mass of market-ready products and services, combined with an increase in accommodation options has helped to position Broken Arrow more aggressively in the tourism marketplace—especially for business travel with the proximity to the Tulsa International Airport (TIA).

Today, tourism in Oklahoma generates over \$6 billion in economic impacts, making it a healthy and vital sector that is among the state’s top five economic drivers. Given this importance, and the direction the BACVB has established around sports tourism, the timing is appropriate for the BACVB to consider establishing a formal and comprehensive Tourism Strategy.

Marketing and promotion is generally carried out by the BACVB whose purpose is to act as the Destination Marketing Organization (DMO) on behalf of the community. The City also does a considerable amount of promotion of its properties and products through the development and distribution of materials, as well as the promotion of special events.

As the tourism sector continues to grow in Broken Arrow, so will the socio-economic benefits to the community. While this is positive, it also means that more sophisticated attention will be required to address gaps in product development and marketing. Above all, it is clear that there are extraordinary opportunities for Broken Arrow.

Objectives

The objectives of the asset inventory is to develop a multi-year plan that provides a framework for business, local government, tourist, cultural and other organizations to analyze tourism resources and concerns, and to encourage tourism development and promotion. The strategy should include a set of guiding principles and recommendations to make the City of Broken Arrow a vibrant, four-season tourism destination and an important driver of economic development for the community. The strategy should encourage partnership and product development, and increase overall tourism visitations

and spending in the City of Broken Arrow. The strategy must include short, medium and long-term actions.

Product Inventory: this component will provide a detailed inventory of products and gaps, and make recommendations to increase Broken Arrow's market-ready products;

Sport Tourism: a key aspect of the City's strategic direction, Broken Arrow already participates in a great deal of sport tourism planning and programming. As such, it is an opportune time for the development of a more formal sport tourism strategy as a primary component of the broader community tourism strategy;

At the end of the project, the City of Broken Arrow will receive a full broad based asset inventory that will be compiled into a document in print, as well as an electronic copy that is able to be uploaded to the City's website. The objectives of this contract are to:

- To increase Broken Arrow's ability to attract investment opportunities
- To increase Broken Arrow's ability to effectively respond to site selector and investor inquiries
- To have completed Broad Based Asset Inventory that will;
- Be updatable by municipal staff
- Be the solid foundation for all future investment readiness work in Broken Arrow
- Identify opportunities for investment attraction in Broken Arrow

The broad objectives of the tourism asset inventory include:

- Increase awareness of and accessibility to cultural assets among residents, visitors, community groups and organizations;
- Identify mechanisms to increase support for and participation in local cultural activities and to stimulate community pride;
- Identify opportunities for investment in City of Broken Arrow's cultural sector, encouraging developments that account for our changing demographic makeup and economy, and that support City of Broken Arrow as a community of choice for businesses, residents and visitors;
- Identify the opportunities to coordinate our many cultural assets, including partnership building between culture organizations;
- Integrate with other community plans and strategies, including but not limited to the recreation and tourism components of the Culture, Tourism and Recreation Master Plan;
- Guide approaches to cultural programming and capital investment;
- Recommend approaches to protect, support and enhance the cultural diversity and assets of the City of Broken Arrow.

Scope of Work

The City of Broken Arrow wishes to complete a statistically valid community survey in 2016 to determine community values, priorities, perception and valuation of core services, desired tax policy, and effectiveness of municipal operations in Broken Arrow. As part of the analysis, survey data will need to be benchmarked against like communities and previous community survey data. It is our intent to be able to replicate the survey in future years.

The City is seeking a consulting team with proven experience in the development of tourism, heritage tourism, sport tourism and marketing strategy/program development which will work with City staff, leaders and stakeholders to develop the asset inventory and related implementation programs. The strategy will address the local capacity for implementing the resulting action plan. The strategy will also provide guidance and recommendations on what type of partners the City will need in order to implement its plan effectively, and specifically how organizations like the BACVB can help meet the community's objectives around tourism and sport tourism.

The Selected Proponent will be required to develop an effective and comprehensive community and sport tourism strategy and will be required to carry out the following tasks and consider the following recommended methodologies in the course of accomplishing the project goals and carrying out the work:

- Review all existing documentation, strategies and programs related to the project (most of which will be provided by the City);
- Identify and map an inventory of all existing tourism, sport tourism and recreation assets;
- Based on the inventory, conduct an analysis that identifies Strengths, Weaknesses, Opportunities and Threats (SWOT) as well as gaps. This analysis shall consider the labor force, community support, infrastructure, capacity, accessibility, zoning, and the interests of the community's various demographic groups, in order to assess actionable tourism opportunities;
- Establish community and sport tourism opportunity profiles: this builds on the inventory with the end goal being a report to identify the City's assets and potential opportunities for tourism and sport tourism. Each suggested opportunity should have a brief analysis. This area will especially focus on the Stoney Creek Conference Center and will identify the demographics and psychographics of users and visitors;
- Data collection on tourist opinions and expenditures. This shall include an in-depth understanding as to why tourists visit Broken Arrow and what types of attractions would draw their interest. Such data would be obtained by interviewing a sufficient number of tourists and should address the following:
 - Why tourists that travel in Oklahoma visit Broken Arrow;
 - Tourist demographics, especially those who will use/participate in activities at the Stoney Creek Conference Center;

- What percentage of tourists are interested in cultural/heritage/sport facilities;
- How much tourists would pay to visit a cultural/heritage/sport attraction;
- What themes draw the most interest (arts, sport, culture, heritage events, science, nature, industrial, etc.) and what type of programming would be most appealing;
- For tourists that visit Broken Arrow, what did they visit in Broken Arrow, what did they enjoy about their visit, what did they not enjoy, etc.;
- How long did they stay in Broken Arrow (hours, days, number of nights)?
- What did they spend their money on?
- What did they do while visiting Broken Arrow?
- Are tourists aware of the current inventory of Broken Arrow tourist and cultural facilities? How did they find out about them? Would they visit them again?
- What would encourage visitors to stay longer?

The successful consultant will conduct independent research; consult with stakeholders and local communities using a variety of data sources and information gathering techniques, including personal interviews, surveys, focus groups and other avenues as approved by the client. The research will include private, municipal and provincially owned assets.

The information will allow the BACVB and its member communities to collectively strategize about how to build on the assets in order to sustain and enhance opportunities to attract new investment in the tourism sector. This process of asset mapping will provide a critical element of community development and engagement of people in the shaping of the Broken Arrow tourism development community.

The City of Broken Arrow expects the basic Scope of Work to include the following at a minimum:

- Develop and implement a community engagement plan that uses various innovative means to engage and garner input from current and potential stakeholders, including culture groups, residents, youth, organizations, businesses and visitors. The consultation process should at a minimum, assess:
 - Current strengths, weaknesses, opportunities and threats facing the sector;
 - Types of support required by the cultural sector;
 - Partnership opportunities;
 - The role of municipal council and administration in supporting culture;
 - Gaps in cultural services and supports;
 - Community attitudes towards current cultural assets;
 - Projected needs that require planning and strategizing.

- Develop and implement a creative communications strategy to provide Broken Arrow, residents, culture groups and other stakeholders with relevant information.
- Compile a Cultural Assets Inventory: a centralized, publicly accessible inventory of information about arts, culture and heritage resources within the community.

The Inventory should:

- Integrate identified cultural assets in the Municipal of City of Broken Arrow GIS system (ESRI Software).
 - Include the creation and use of a criteria-based framework/system to catalogue both tangible and intangible cultural assets.
 - Include a statement of recommended best practices / strategies for the ongoing use and sustainable management of the Inventory.
 - Identify means to protect the community's cultural assets.
- Develop an implementation strategy to support the Municipal Cultural Plan. The implementation plan should:
 - Recommend realistic actions (short, medium, long-term and ongoing) and estimated costs.
 - Suggest appropriate groundwork for actions.
 - Provide measurable activities and appropriate evaluation tools/techniques.
 - Identify necessary/useful supports, such as policies, communications, partnerships, and financial and human resources.
 - Suggest governance structure to monitor the implementation strategy.
 - Outline programs and partnerships in public, private, and non-profit sectors that may assist in the implementation of the Municipal Cultural Plan.
 - Identify synergies with Recreation and Tourism sectors.
- Prepare an analysis of the City of Broken Arrow existing tourism portfolio and identify gaps and redundancies. This should include a summary and analysis of:
 - Tourism products
 - Attractions
 - Tourism events
 - Tourism-based businesses
 - Tourism infrastructure
 - Hospitality infrastructure
 - Tourism promotion

SELECTION CRITERIA

The City of Broken Arrow will have the BACVB evaluate each proposal based upon predetermined proposal criteria. The BACVB will provide support to the project and the consultant(s) will report through the committee, and City Council. The consultant will report to and communicate with the BACVB on a regular basis and will consider input on the development of the Broad Based Asset Inventory. The BACVB will be the designated coordinator of the project and will be the key contact with the consultant. A contractual agreement will be entered into between the consultant and the City of Broken Arrow.

The lowest submission will not necessarily be accepted, and the City of Broken Arrow reserves the right to accept or reject any or all responses, and/or to reissue the request for proposal in its original or revised form. All proponents responding to this RFP do so at no expense to the City of Broken Arrow.

In addition, consultants are required to provide an electronic copy of their proposal within their submitted package. All proposals received prior to the deadline will remain sealed until the deadline.

Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria (though not necessarily in this order of priority):

- Understanding of project objectives/outcomes and vision;
- Project Methodology;
- Team Composition – Experience and Qualifications of those staff to be assigned to the project;
- Project Deliverables;
- Pricing and Value for Money;
- References, and
- Interview (if required).

Proposal Requirements

The successful proponent must:

- Be knowledgeable in the tourism industry in OK and in particular, municipal tourism strategies;
- Possess excellent interview and public relations skills, and have superior skills in organizing, facilitating and summarizing community forums related to strategy development and action planning;
- Be proficient in developing complete and comprehensive tourism strategies with dedicated action plans;

- Have considerable experience in working successfully with multi-disciplinary teams that include members of municipal government, the Tourism Board and the Chamber of Commerce.
- A description of the consultant understands of the Project Goals and vision, and how these will be achieved.
- A detailed proposal of what will be delivered by the proponent, including the expected outcomes and benefits to the City.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a pricing methodology complete with a time allotment for each identified task, and component pricing for each task, which shall form the basis for payments to the selected proponent.
- A minimum of three (3) client references from projects of a similar size and scope.

The proposal shall contain, as a minimum, the following sections:

- Firm Background and History (2 pages maximum)
- Work Plan, Methodology, and Project Budget (10 Pages maximum)
- Description of the firm's approach to the engagement including a timeline, deliverables and upset costs
- Similar Project Experience (Required) (3 pages maximum)
- Proposers should provide a minimum of three references including the names of the client, description of work done, dates of the project, primary client contact including the address and the telephone number, name of the firm's project manager, and members of the project team.

Project Personnel – Proposers shall:

- Identify the Project Manager and responsibilities of each project team member, including any subcontractors and their personnel; (2 pages maximum)
- Provide a pertinent biography summary (1 page maximum) of each project team member; and
- Provide a policy on notification of changes in key personnel. In the event of staff changes, we will require that replacement staff have the same level of qualifications and billing rates as the staff originally submitted. We reserve the right to approve or reject replacements.

To be considered complete, RFP submission must be no longer than 10 pages in length, (excluding appendices) and must contain the following components:

- A description of the assignment, including a description of the overall approach.
- The Project Work Plan should also include a detailed methodology that should take the form of a description of the steps to be followed in order to successfully meet the project's goals and objectives. This plan will indicate the sequencing and staging of tasks, key decision points, expected completion date for each task and the interrelationship between the completion of the task and the preparation of the project deliverables.
- Name and qualifications of the submitting Consultant's Project Manager(s) as well as those for associates who may also be involved in the project
- A statement indicating a willingness to sign a formal agreement
- A statement of willingness and ability to complete the project within the time parameters
- A full budget projection, requested payment schedule and proposed completion schedule
- Samples of relevant work (in appendices)
- At least three references (recent clients) who could be contacted as references for work of a similar nature (in appendices)

Project Deliverables

The selected proponent will irrevocably and unconditionally convey, sell, transfer and assign, to the City all right, title, benefit, interest, claim and demand in and to the work product and all intellectual property rights in the work product and will waive all moral rights it may have in the Work product in favor of the City.

Deliverables: Consultant to deliver an executive summary report which will be developed in a user friendly format with charts and tables, clear and concise analysis, and actionable findings and conclusions. The executive summary report will explain the survey findings and will include summarized conclusions and recommendations from the research at the end of the reports. Compare findings of current survey results to past surveys and analyze trends.

Performance Standards

- The Consultant is responsible for meeting the target dates
- The Consultant agrees to comply with project deadlines
- The Consultant shall prepare a report to the City on a monthly basis indicating what targets have been met over the preceding month and the status of efforts in relation to the targets set out.
- The report will identify opportunities and challenges to pursue sports tourism, based on existing municipal recreation facilities, trails and natural environment (e.g., sport tournaments, fishing tournaments, racing clubs, triathlons, hiking, geocaching, etc.).

- Provide a detailed implementation framework including:
 - Recommendations for short, medium and longer-term priorities
 - Implementation schedule
 - Identified lead and partner responsibilities for each priority
 - Impact on human resources (municipal staff, partners)
 - Policy requirements
 - Cost estimates
 - Possible funding sources
 - Action steps

Tourism Strategy

Developing a strategy to guide tourism investment, coordination and maximization of existing assets that will stimulate community pride and awareness, build on the capacity of local organizations to host events, support the development of cultural and sport tourism packages and support tourism based economic development within Broken Arrow. The consulting firm will recommend strategic tourism directions and develop a realistic implementation plan.

Questions:

Clarification of terms and conditions of the proposal process shall be directed to:

Tourism Director Phone 866-503-7081
lhill@brokenarrowok.gov

Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A corporate profile of their firm outlining its history, philosophy and target market
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience; qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project
- A detailed listing of experience in leading projects related to the development of tourism strategies with a focus on community and sport tourism, branding and marketing, and tourism/sports- related experience, especially for communities

Working Agreement

- The successful proponent will enter into a contract for services with the City based upon the information contained in this Request for Proposal and the

selected proponent's proposal and any modifications thereto. Proponents may include their standard terms of engagement in their proposal for consideration by the City.

- If it appears to the City, in the City's sole opinion, that the agreement may not be executed by the selected proponent, the City may at its sole discretion and without liability immediately terminate all further negotiations and attempts to finalize the agreement with the selected proponent and select another proponent.

Timeline

Closing Date: February 9th, 2016, 3:30 PM CST

Submissions received after this time will not be considered.

Project Schedule

The Work is to be completed by December 31, 2016, with work commencing as soon as possible after the agreement between the City and the selected proponent. A project schedule is to be submitted with the proposal. City reserves the right to extend the award date as needed.

Costs and Ownership:

- Applicants should include an itemized budget list of their services.
- The BACVB will provide incentives for survey participants (e.g. gift cards).
- The BACVB is not liable for any costs incurred by entities prior to executing a contract.
- All materials submitted regarding this RFP become the property of the BACVB.
- Any and all products of work performed under contract with the BACVB are the property of the BACVB and may not be sold or distributed by the vendor without permission.

Methodologies and Pricing

The proposal should outline the pricing for the components according to the major elements of the work as follows:

- Product Inventory;
 - Sport Tourism Strategy;
 - Community Tourism Strategy (and all its components);
 - City Branding and Marketing Programs;
 - Benchmarking and Performance Measurement.
-
- The City of Broken Arrow and the BACVB are requesting that the consultant(s) submit a detailed projected cost expenditure list, along with a total cost for this project.

- Any and all costs associated with total completion and any follow up or revisions required is at sole cost of respondent

Other Information

Confidentiality

The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information Act.

The City is not under any obligation whatsoever to select a proponent and may cancel this Request for Proposal at any time for whatever reason(s) and without liability to the proponents or anyone else.

All proposals shall remain irrevocable and open for acceptance by the City for 90 days following the Closing Date. Proposals may be withdrawn by written notice; provided such notice is received at the office of the City's Purchasing Section prior to Closing Date.

All proposals will remain confidential, subject to the City's obligations under the Open Records Act. Proponents are solely responsible and without recourse to the City for their own expenses in preparing and submitting a proposal and for otherwise participating in the Request for Proposal process. Any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, will be issued as written addenda by the City of Broken Arrow. It is the sole responsibility of the potential proponents to check with the City of Broken Arrow's Website, and / or BC BACVB to ensure that all available information has been received prior to submitting a BACVB.

No communications or responses from the City in relation to the Request for Proposal may be relied upon by the proponents unless and only to the extent confirmed in writing by an addendum to the Request for Proposal.

The City does not represent or warrant the accuracy or completeness or any information set out in this Request for Proposal. Proponents shall make independent assessments as they consider necessary to verify and confirm the accuracy and completeness of all such information.

Media Releases and Public Disclosure

The proponents or the selected proponent shall not issue or disseminate any media release, public announcement or public disclosure that relates to the Request for Proposal or the Work, or any matters related thereto, without the prior written consent of the City.

Conflict of Interest

If proponents, prior to or following submission of a proposal, discover any perceived, potential or actual conflicts of interest or any existing business relationships they may

have with the City, the proponent shall promptly disclose the conflict to the City in writing. Proponents shall also, in their proposal, disclose perceived, potential and actual conflicts of interest, and any existing business relationships they may have with the City. The City reserves the right to waive any and all perceived, potential or actual conflicts, whether arising out of existing business operations or otherwise.

Indemnity

The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defense costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

Ownership of Products

The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

Contact and Submission Information

Submission Details

Ten (10) copies of each proposal marked “**Tourism Market Research and Asset Inventory**” addressed to:

City of Broken Arrow

ATTN: Tourism Director

1700 West Detroit

Broken Arrow, OK 74012

Lowest or any proposal will not necessarily be accepted

Proposal submittals shall include:

- Cover sheet: The cover sheet shall list the name of the Consultant/Firm with names, email address and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.
- Qualifications: The Consultant/Firm qualification information shall include:
 - A brief history of the firm including organization structure and professional resumes stating qualifications of the firm to provide the services described herein. Include number of years in business, number of employees, and location of office(s), names of principals, employees who will complete the service and their resumes and qualifications. Include qualifications/resumes of personnel assigned to perform the work,

including but not limited to a listing of any similar surveys completed on behalf of prior clients with a brief description of said project(s).

- References (three minimum) must be provided identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
- Project Approach and Work Program: Describe project approach including deliverables, meetings, estimated milestone completion schedule, and other project related information. Describe any potential project issues/conflicts and suggest how they may be avoided. Include survey methodology (options and evaluation of options), techniques and methods of collection and data/information needs.
- Schedule: Provide summary of workload and demonstration of staff availability to complete this project within the desired schedule. Project schedule shall tie to the tasks listed in the cost proposal
- Cost Proposal: The cost proposal shall be broken down by task. Include proposed hours and fee for each staff member assigned to the tasks. Reimbursable expenses shall be listed as a separate item.

Respondents are cautioned not to contact other City staff members to answer questions during the RFP process. Failure to comply with this requirement may result in disqualification.

AWARD OF CONTRACT

The City of Broken Arrow will evaluate responsive proposals and may select two or more consultants to be fully qualified and best suited among those submitting proposals, on the basis of the factors listed above. Further information and negotiations may be requested from all the consultants so selected. Costs and compensation will generally be considered, but is not the sole determining factor. In many cases, other factors, including but not limited to experience, financial and professional capacity, references, service, warranties, proposed approach, etc. are more important than the initial cost.

After the evaluation, information gathering, and further negotiation is completed, the City shall select the consultant(s) who, in its opinion, best meets the need of the City, and shall award the contract to that consultant. Should the City determine, in its sole discretion that only one vendor is fully qualified, or is clearly more qualified than the others under consideration a contract may be negotiated and awarded to that vendor.

The City of Broken Arrow reserves the right to reject any or all proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, conditional or qualified proposals, and to accept the BACVB/proposal, in whole or in part, which, in the City's judgment, best serves the interest of the City of Broken Arrow and its citizens.

GENERAL CONDITIONS

Proposals must be received at the City Offices by **3:30 PM CST, Tuesday, February 9th, 2016**. It is the responsibility of the vendor to ensure that the Proposal arrives at the City Offices prior to the time and date indicated above. Late proposals will be returned unopened. Proposals shall be firm for a period of 90 days commencing February 10th, 2016

IMMIGRATION COMPLIANCE:

- Contractor shall:
 - at all times during the term of this Contract, comply with all respects with immigration-related laws, statutes, ordinances and regulations including without limitation, the Immigration and Nationality Act, as amended, the Immigration Reform and Control Act of 1986, as amended, and the Oklahoma Taxpayer and Citizen Protection Act of 2007 (Oklahoma HB 1804) and any successor laws, ordinances or regulations (collectively, the Immigration Laws”); and
 - properly maintain, during the term of this Contract, any and all employee records required by the U.S. Department of Homeland Security (“DHS”), including, without limitation, properly completed and maintained Form I-9s for each of the Contractor’s employees; and
 - Verify the employment eligibility for all employees hired on or after July 1, 2008 through DHS’s E-Verify system, and shall at all times continue to verify the employment eligibility of all employees hired during the term of this Contract. and
- Contractor will indemnify, defend and hold harmless the City against any loss, cost, liability, expense (including, without limitation, costs and expenses of litigation and reasonable attorney’s fees) demands, claims, actions, causes of action, liabilities, suits, damages, including special and consequential damages that arise from or in connection with, directly or indirectly, Contractor’s failure, deliberate or negligent, to fulfill its obligations and representations regarding verifying the employment eligibility of its employees utilized by Contractor.

CLIENT REFERENCES

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

Organization: _____

Address: _____

Contract Person: _____ **Phone:** _____

Date of Services: _____

Description/Scope of Services: _____

THIS BID IS INVALID IF NOT SIGNED BY THE PROPOSER AND NOTARIZED

PROPOSAL AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: _____

COUNTY OF: _____

_____, of lawful age, being first duly sworn, on oath says: 1. (S)he is the duly authorized agent of _____, the proposer submitting the competitive offer which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among proposer and between proposer and city officials or employees, as well as facts to pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the offer to which this statement is attached; 2. (S)he is fully aware of the facts and circumstances surrounding the making of the offer to which this statement is attached and has been personally and directly involved in the proceeding leading to the submission of such proposal; and 3. neither the proposer nor anyone subject to the proposer's direction or control has been a party: a). to any collusion among proposers in restraint of freedom of competition by agreement to submit an offer at a fixed price or to refrain from submitting an offer, b). to any collusion with any city official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor c). in any discussions between proposers and any city official concerning exchange of money or other things of value for special consideration in the letting of a contract.

X _____

Subscribed and sworn to before me this _____ day of _____ 20_____

My Commission Expires: _____

Notary Public (or Clerk or Judge)

THIS PROPOSAL IS INVALID IF NOT SIGNED BY THE PROPOSER AND NOTARIZED

INTEREST AFFIDAVIT

The following affidavit is to accompany the proposal:

STATE OF: _____

COUNTY OF: _____

_____, Of lawful age, being first duly sworn, states that s(he) is the agent authorized by the bidder to submit the attached proposal. Affiant further states that no officer or employee of the City of Broken Arrow either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage, which constitutes a controlling interest. Affiant furthers states that the following officers and/or employees of the City of Broken Arrow have some direct or indirect interest in the bidder's business:

For purposes of this affidavit, a direct or indirect interest is defined to include any relationship existing on the date of this affidavit, or which previously existed within the past year. Such an interest shall also be defined to include any business relationship between or among the proposed parties to the contract project and also to include any business relationship between the officers and directors of the proposed contracting parties of the project.

X _____

Subscribed and Sworn to before me this _____ day of _____
20_____

My Commission Expires: _____

Notary Public